

# **Adams Police Department**

## **POSITION DESCRIPTION**

Title: **Administrative Assistant to Chief of Police**

### **GENERAL PURPOSE**

Performs a variety of routine and complex administrative, clerical, and secretarial duties in keeping official records, transcribing and typing reports involving complaints, arrests, citations, court officer and other law enforcement reports and correspondence. Provides administrative support to the Chief of Police and performs other related office duties as needed.

### **SUPERVISION RECEIVED**

Is supervised by the Chief of Police

### **SUPERVISION EXERCISED**

Has workload and quality control supervision of records from the Chief of Police and Officers. Will report directly to the Chief of Police on all matters of the department. Employee evaluations for this position will be done by Chief of Police.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- A. Provides for the efficient operation of the Offices of the Adams Police Department and the Chief of Police.
- B. Prepares and maintains files for the Chief of Police.
- C. Receives and opens all incoming mail directed to the Department and causes the distribution of same.
- D. Acts as a receptionist for the Chief of Police by answering telephone calls, taking messages, greeting visitors, and scheduling appointments.
- E. Types, prepares and/or distributes correspondence, memorandums, orders, policies and procedures, and such other documents as may be assigned by the Chief of Police.
- F. Maintains file on pertinent news articles.
- G. May, in the case of emergency, be called upon as a witness.
- H. Transcribes to typewritten form dictation and/or handwritten material from the Chief or Officers, correspondence, reports, Department documents including, but not limited to, confidential internal investigative reports, findings, referrals to the Public Safety Committee and dispositions.
- I. Assists the Chief in making arrangements for training classes, including payment of fee requests, housing and transportation arrangements, and required equipment and supplies.
- J. Oversees the use of the Department credit cards for equipment purchases and use for training related purposes.
- K. Enters all UCR data as required by Office of Justice Assistance.
- L. Schedules use of shooting range.

- M. Assists the Chief in responding to open record requests in accordance with Department policy.
- N. Ability to maintain a calm demeanor and obtain necessary information from excited or abusive citizens.
- O. Dispatch officers to calls, gather information on complaints for officers.
- P. Maintains a pleasant, courteous and dignified manner when communicating with the public and other Department personnel.
- Q. May be required to work flex schedule as requested by the Chief of Police. Some weekend work and night work may be required.

## **ESSENTIAL QUALIFICATIONS AND SELECTION CRITERIA**

- A. The Administrative Assistant is a civilian employee.
- B. Must be at least 18 years of age.
- C. Must be a high school graduate or equivalent.
- D. Must speak, understand, and write proficiently using the English language.
- E. Must have exceptional organizational skills, including ability to maintain detailed, accurate records; and to create and maintain databases.
- F. Must have knowledge and skill in the use of computer and related software programs used within the Department.
- G. Must possess integrity and trustworthiness and have ability to maintain confidentiality relating to sensitive internal documents that are either in typewritten form or filed by the employee in secured restricted access areas within the Department. Must pass background investigation to include background by the Wisconsin Department of Justice, Wisconsin Department of Transportation and be able to use those agencies data base. No felony convictions.
- H. Must possess good grammatical and communication skills, including good telephone skills and correspondence preparation skills.
- I. Must be courteous, considerate, and tactful in all contacts with officers, employees, and citizens.
- J. Must have a thorough knowledge of the UCR reporting procedures. Or be willing to attend classes on UCR reporting from the Department of Justice.
- K. Physical requirements for the position include the ability to sit, walk stairways, type on a keyboard frequently for long periods of time, work in close quarters, stand and reach for shelved items at or above head level, bend over to look under desks and into floor level cabinets, and stand to file or retrieve items from file cabinets. Must be able to lift 20 pounds.
- L. Candidates for this position will be selected by the Personnel Committee with the final decision made by the Chief of Police based on, rating of education and experience, possible written testing and office skills testing, oral interview and reference checks, financial investigation, psychological examination, background investigation and other job related tests as required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.